

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Administration Committee Minutes

May 5, 2005

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the Los Angeles Athletic Club, 431 S. 7th Street, Los Angeles, CA 90014. The meeting was called to order by Chairperson, Councilmember Richard Dixon, City of Lake Forest. There was a quorum.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:30 a.m.

Committee Members Present:

Mayor Jim Aldinger	City of Manhattan Beach
Mayor Harry Baldwin	City of San Gabriel
Councilmember Paul Bowlen	City of Cerritos
Mayor Margaret Clark	City of Rosemead
Mayor Richard Dixon	City of Lake Forest
Councilmember Lee Ann Garcia	City of Grand Terrace
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Councilmember Ron Roberts	City of Temecula
Vice Mayor Sidney Tyler	City of Pasadena
Councilmember Dennis Washburn	City of Calabasas
Councilmember Toni Young	City of Port Hueneme

Committee Members Absent:

Mayor William Alexander	City of Rancho Cucamonga
Supervisor Victor Carrillo	County of Imperial
Councilmember Mike Dispenza	City of Palmdale
Mayor Ron Loveridge	City of Riverside
Mayor Pro-Tem Keith McCarthy	City of Downey
Supervisor Judy Mikels	County of Ventura
Councilmember Paul Nowatka	City of Cerritos
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Deborah Robertson	City of Rialto
Mayor Bob Yousefian	City of Glendale

Staff Present:

Heather Copp	Chief Financial Officer
Charlie Wagner	Manager of Finance
Ed Paul	Internal Auditor

2.0 PUBLIC COMMENT PERIOD

No public comments.

3.0 CONSENT CALENDAR

The Consent Calendar was APPROVED (Greg Pettis), SECONDED (Jim Aldinger) and UNANIMOUSLY APPROVED.

3.1 Approval Items

3.1.1 Approval of April 7, 2005 Minutes

3.1.2 Approve a Request to co-host a International Conference with USC

3.2 Receive & File

3.2.1 State and Federal Legislative Matrix

3.2.2 Purchase Orders between \$5,000-\$25,000

4.0 ACTION ITEMS

4.1 Contracts

- Champion Services Group
- Fox and Sohagi, LLP

This item was MOVED (Lee Ann Garcia), SECONDED (Jim Aldinger), and UNANIMOUSLY APPROVED.

4.2 FY 2005-2006 Overall Work Program

This item was MOVED (Lee Ann Garcia), SECONDED (Toni Young), and UNANIMOUSLY APPROVED.

4.3 Caltrans/SCAG Planning MOU

This item was MOVED (Toni Young), SECONDED (Lee Ann Garcia), and UNANIMOUSLY APPROVED.

5.0 AUDITCOMMITTEE REPORT

5.1. Cost Recovery Policy

Heather Copp presented an overview of the requested changes that have been made to the document.

This item was MOVED (Toni Young), SECONDED (Judy Mikels), and UNANIMOUSLY APPROVED.

5.2 Request to Increase Threshold for Contracts

Heather Copp reported that with this increased threshold a detailed report, as currently provided, would continue to be provided for contracts over \$25,000 detailing the entire selection process.

Vice-Mayor Sidney Tyler added that the Audit Subcommittee felt this action is appropriate and should help speed up the entire contract selection process.

This item was MOVED (Toni Young), SECONDED (Judy Mikels), and UNANIMOUSLY APPROVED.

6.0 INFORMATION ITEMS

6.1 Monthly Financial Report

Heather Copp reported that SCAG is 222 days debt free and expects to go through the rest of the fiscal year without having to utilize the line-of-credit.

6.2 CFO Report

Heather Copp reported that the Caltrans Auditors have been at SCAG reviewing the Indirect Cost Allocation Plan for the past couple of days. They have completed their work and Heather will be having an exit interview with them today. From discussions with the auditors it appears very favorable and they will begin writing their final report.

7.0 FUTURE AGENDA ITEMS

- Contracts
- Write-offs
- WRCOG

8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

There being no further business, the meeting adjourned at 9:55 a.m.



Heather Copp, Chief Financial Officer
Staff to the Administration Committee